



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-761

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RECORDS RETENTION AND DISPOSAL SCHEDULE

POLICE

PERSONNEL DIVISION

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

1.

**GENERAL CORRESPONDENCE**

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business.

Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

2.

**UNOFFICIAL PERSONNEL FILES**

Files contain information on current employees and may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

9/5/96 *Sarah A. Lush*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

9/10/96 *Lusan Eley*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

9-4-96 *[Signature]*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

SEP 26 1996 *[Signature]*  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
3.	<b><u>LEAVE AND TIME SHEETS</u></b> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
4.	<b><u>BUDGET RECORDS</u></b> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<b><u>GENERAL ACCOUNTING RECORDS</u></b> Files contain office copies of Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<b><u>SPECIAL ACCOUNTING RECORDS</u></b> Audit Reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the State Archives.
7.	<b><u>FIXED ASSETS FILE</u></b> Fixed asset printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset Printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<b><u>TERMINATION PURGE</u></b> These files consist of information on terminated employees. It is computer generated prior to final purge of the active employee roster. They are letter size and are filed alphabetically by employee name.	Retain for five (5) years after date of report, then destroy.
9.	<b><u>POLICE BENEFIT ASSOCIATION (P.A.B.) FILES</u></b> These files contain all information relating to P.B.A.	* Microfilm documentation showing name of beneficiary, relationship



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	membership, beneficiary, etc.	to member, date of death, benefit amount. retain film permanently.
10.	<b><u>CIVILIAN HIRING FILES</u></b> These files contain all certification lists, interview materials and selection information for civilian hiring. They are filed chronologically.	Retain in office for one (1) year after position is filled, then transfer to record center for two (2) years. Destroy.
11.	<b><u>CLASSIFICATION AND COMPENSATION FILES</u></b> These files are arranged alphabetically by year. They contain general records related to various personnel issues and specific management questions arising in the normal course of business, including but not limited to civilian reclassification actions, job analysis, performance evaluation, rating criteria, class specifications, cost reports, pay grade changes, etc.	Screen annually and destroy all material not needed for current business.
12.	<b><u>ASSIGNMENT DESCRIPTION FILES</u></b> These letter size files are arranged by the table of organization for each position. They are updated as new positions are created and approved and include historical information documenting the evolution of each position.	Retain permanently for eventual transfer to the State Archives.
13.	<b><u>SELECTION PROCESS FILES</u></b> These original letter size files contain all information pertaining to advertisement, interviews, form #76 (Interview Summary and Scoring Forms) and selection decisions. They are arranged alphabetically and by date. Access is limited to members of the Classification and Compensation section and Individual Unit Supervisors.	Retain for two (2) years after date generated, then destroy.
14.	<b><u>PROMOTIONAL POTENTIAL APPRAISALS</u></b> These letter size files are filed alphabetically, then chronologically. They contain copies of professional resumes and supervisory appraisals on candidates for potential promotion. Access is limited to the member's Commander, Human Resources Bureau staff or their	Retain for one (1) year after list expires, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	appointed representatives.	
15.	<p><b><u>POLICE DEPARTMENT PERSONNEL FILES</u></b></p> <p>These files contain information on active and inactive Police Department employees. Files contain but are not limited to applications for employment, performance evaluations or appraisals, copies of transaction tickets, accident reports, copies of grievances and their dispositions, copies of payroll change letters, disciplinary actions, commendations and awards, training reports, rating reports, pre-appointment data, and orders.</p> <p>* Destroy paper records after microfilm has been reviewed for quality.</p>	<p>* Retain for five (5) years after termination of employment, then destroy. Those deemed not suitable for rehire microfilm, then destroy paper records. Retain film for twenty (20) years.</p>